



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
EUROPE REGION OFFICE
UNIT 29353, BOX 200
APO AE 09014-0200

IMEU-HRD-C

13 September 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: IMA-EURO Guidance on Local National Position Designations

This memorandum expires in 1 year.

1. This memorandum supersedes memorandum, IMA-EURO, IMEU-HRD-C, 4 August 2006, subject as above.
2. References:
 - a. United States Code, Title 10, section 129a (10 USC 129a), General Personnel Policy.
 - b. DOD 1400.25-M, Department of Defense Civilian Personnel Manual (CPM), subchapter 1231.4, Employment of Foreign Nationals.
3. It is my goal to have the maximum number of table of distribution and allowances (TDA) positions that are operationally feasible documented as local national (LN) positions. I expect all IMA-EURO leaders to apply the enclosed criteria to every U.S. position documented on our TDA, regardless of function, grade, or organizational placement, to the extent permitted by law, regulation, and policy, and to document the changes in your next TDA update in December 2006.
4. Proper position designation ensures compliance with statute (para 2a) and DOD policy (para 2b). It also reduces payroll costs and supports my objective of increasing LN employee assignments into middle-management level positions. Additionally, increasing the number of LN employees helps IMA-EURO retain experienced, highly qualified LN employees affected by military closures.
5. For morale, welfare, and recreation (MWR) managers, LN position designation requires a delicate balance between program requirements and the requirements in paragraphs 3 and 4. MWR professionals are charged with developing, implementing, and delivering MWR programs and activities that are representative of similar CONUS operations. To achieve this objective, mid- and senior-level MWR professionals must have program-specific training and experience to sustain the quality and scope of MWR initiatives in Europe.
6. Managers and supervisors should evaluate the requirements to hire LN personnel against the need to consider available family members for vacancies. If qualified LN candidates are not available, you may fill LN positions with U.S. citizens. These positions must remain documented as LN positions and be recruited as LN when they become vacant again.

This memorandum is available at <https://www.aeaim.hqusareur.army.mil/library/>.

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7. Thank you for your past support of this initiative as well as your continued support. Proper position designation is essential to the success of IMA-EURO and to the outstanding level of support we provide our Soldiers, civilian employees, and family members throughout Europe.

A handwritten signature in black ink, appearing to read "Russell B. Hall", written in a cursive style.

RUSSELL B. HALL
Director

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DISTRIBUTION:
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GUIDELINES FOR POSITION DESIGNATION

1. References:

a. AR 380-67 with USAREUR Supplement 1, Personnel Security Program.

b. AR 570-4, Manpower Management.

2. The following are the criteria applicable in IMA-EURO for designating positions on tables of distribution and allowances (TDAs):

a. Military occupancy will be designated only for TDA positions that require any of the following:

(1) A military incumbent for reasons of combat readiness, discipline, law, rotation, security, or training.

(2) A military background to perform the duties involved.

(3) Unusual hours not normally associated or compatible with civilian employment.

b. For all other positions, civilian manpower will be used. Local national (LN) personnel will be used to fill civilian positions unless one of the following applies:

(1) The position is engaged in policy making or supervisory functions that involve significant U.S. national economic, financial, military, or political interests.

(2) The position regularly requires access to defense information not released to foreign nationals. Managers must validate the need for a U.S. security clearance and consider the possibility of granting LNs limited access to U.S. classified information (para 1a). If the requirement for a security clearance was determined at a higher level, the position will remain U.S. citizen.

(3) The position requires qualifications of credentials not found among LN personnel.

(4) The position is an Army Career Program position and the head of the organization, in coordination with the appropriate career program manager, has determined that continuation of the position as U.S. is proper and justified. Organization heads will ensure a sound LN and U.S. position mix in these position categories, while ensuring employees have sufficient career-development and progression opportunities outside the continental United States for U.S. careerists. Because of the unique requirements of the MWR programs, concurrence on position designation for all key MWR program positions must be obtained from the IMA-EURO Career Program Manager for Career Program 51.

(5) Law, statute, or regulation requires that the position remains U.S. citizen.

3. When initiating personnel actions, organization heads must ensure their position-designation decisions are properly noted in the Gatekeeper Program.

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